

DIRECTOR OF AGRICULTURE, WEIGHTS AND MEASURES

(Agricultural Commissioner-Exempt)

Contra Costa County, CA



THE COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area, and covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay easterly about 50 miles to San Joaquin County. The County is bordered in the south and west by Alameda County and on the north by Suisun and San Pablo Bays. Contra Costa County had recently been one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven primarily by the need to provide services to an increasing local population and the presence of relatively high-wage skilled jobs.

The County has one of the State's most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of 1,000,000, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County's administrative offices.

Contra Costa County includes varied urban, suburban, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Recreation within the County varies from fishing, boating and water skiing in the Sacramento-San Joaquin Rivers to hiking, horseback riding and camping in Mt. Diablo State Park. Recreational areas, including the wine country of Napa and Sonoma Counties, the picturesque seaside communities of Carmel and Monterey, and the Sierra Lake Tahoe mountain region, are also within driving distance of the County. Contra Costa County provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. There are also a number of Affiliated Organizations.

The County has a FY 2011-2012 budget of \$2.4 billion and a General Fund of \$1.2 billion, and countywide staff of approximately 8,000. The County's diverse economy provides many opportunities for future business and job generation, and the communities provide a wide range of recreational, cultural, and entertainment activities.

THE DEPARTMENT

The Contra Costa County Department of Agriculture is under the direction of the California Department of Food and Agriculture, Department of Pesticide Regulations and Division of Measurement Standards.

The Agriculture/Weights & Measures Department promotes and protects the County's agricultural interests while protecting the public health and environment; protects the public interest in the commercial exchange of goods where value is determined by weights and measures; provides education to the public and targeted clientele, including other County departments, in commercial agriculture, urban horticulture, youth development, nutrition, and a variety of natural resources topics including range and watershed management and safeguarding homes from wildfires; and directs service programs including 4-H Youth Development, Master Gardeners, and two federally-funded nutrition education programs.

The four main divisions are:

1. **Administration** - Provides direction and financial control, develops and implements policies and procedures in support of the operations of the department.
2. **Agricultural Division** - Provides enforcement of pesticide use and worker safety regulations, enforcement of quarantine regulations; performs pest detection, pest management, and pest eradication activities. Provides quality assurance programs involving fruits, nuts, vegetables, eggs, nursery stock and seed, and assists the public with pest identification and control techniques using environmentally safe pest management practices.
3. **Weights and Measures** - Provides assurance of fair business practices by performing routine inspection of all weighing and measuring devices used in commercial transactions. Provides regulatory services to ensure commercial sales are made in compliance with state laws. Provides protection for the consumer by enforcing laws designed to prevent deceptive packaging and ensuring accurate units of measure and accurate charging on electronic transactions.
4. **Cooperative Extension** - Cooperative Extension is a public outreach arm of the University of California (UC) that extends research-based solutions and noncredit teaching to local residents via a wide variety of extension methods. In 2009/10, UC funding, extramural grants/gifts and volunteer hours provided approximately \$16 in match for every \$1 contributed by Contra Costa County. The Program works with County farmers to assure a sustainable food system that is safe, productive, environmentally friendly and economically viable; provides educational programs for youth-serving professionals in topics such as positive youth development, civic engagement, and adolescent development; administers the 4-H Youth Development Program, which focuses on science, life skill acquisition and citizenship; and provides research and education on critical nutrition issues including childhood obesity and anemia, especially for low-income families with young children.

The Department has a recommended FY2012/2013 operating budget of \$5,680,025 and 48 FTEs.

THE POSITION

Under administrative direction, the Director of Agriculture, Weights and Measures is responsible for the effective administration of comprehensive enforcement programs directed toward the protection of the agricultural industry and the buying public through enforcement of State laws and regulations.

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Typical tasks of the position include:

- Formulates and administers programs designed to enable effective enforcement of certain State agricultural, weights and measures and health and safety laws and appropriate administrative rules and regulations including State and Federal plant quarantines, prohibited animal quarantines, quarantines for non-specific but serious insects, diseases, weeds, and pest animals, laws dealing with quality, marking and packing of fresh fruits, vegetables, nuts, honey and eggs, state nursery stock labeling laws and pest cleanliness regulations, registration and performance of Agricultural Pest control Operators, including the auditing of pesticide dealers and advisor records, apiary registration and inspection, agricultural and vegetable seed laws and regulations.
- Formulates and designs programs to control or eradicate certain noxious weeds, detrimental insects, diseases and animal pests.
- Compiles statistical reports, crop acreage, values, workload accomplishments and other specific reports for the State Department of Food and Agriculture and the County Board of Supervisors.
- Directs the inspection, testing and sealing of all commercial weighing and measuring devices.
- Directs the inspection of packaged goods for proper contents and marking.
- Directs the condemnation and seizure of illegal or inaccurate weighing or measuring devices and packaged goods which are short of their stated contents.
- Reviews and revises the departmental operating procedures.
- Confers with subordinates to develop plans and initiate procedural changes.
- Conducts staff meetings to explain and interpret rules and policies and explain enforcement problems.
- Interviews applicants for employment.
- Hires new employees, evaluates performances and handles grievances.
- Periodically reviews in-service training programs.
- Initiates or approves assignment of personnel.
- Attends local and State meetings and conferences to represent the County.
- Confers with State and Federal personnel and other Agricultural Commissioners and Sealers of Weights and Measures to discuss and keep informed on problems and to coordinate activities.
- Directs the preparation of the Department's budgets showing justification for requested appropriations and staffing.
- Administers the approved budget and controls expenditure.

This position is open due to the incumbent's retirement.

GOALS & OPPORTUNITIES

- Integrated Pest Management Committee – The Director will work with this committee as well as members of the public regarding all pest issues and programs.
- Agricultural Urban Interface – Be a facilitator for complaints or potential issues. Investigate and resolve possible claims.
- Continuing Education – Emphasize educational platforms to the growers, businesses and community as a way to reduce the numbers of violations and need for enforcement programs.
- Weight and Measures – Establish more clear guidelines and compliance standards.

THE IDEAL CANDIDATE

The Department of Agriculture, Weights and Measures works hard to ensure a safe place to live and a fair marketplace for trade. The ideal candidate to lead this department will be someone with outstanding general management skills, with a background in budgeting and conflict resolution. This person will enjoy the diversity of programs within the Department, be able to work with people at all levels in all fields, as well as work closely with the County Administrative Officer and the Board of Supervisors on initiatives and legislative issues. He/She will also have excellent written and verbal communication skills.

The selected candidate will be a well-rounded manager who motivates staff and continues to support them in their professional development. This person will enjoy representing the County to the State, Committee meetings and other special interest meetings. He/She will enthusiastically support the programs and be willing to advocate for key programs to ensure their continuity. Lastly, the selected candidate will be committed to providing excellent service.

Knowledge and Abilities

Candidates should have knowledge of:

- The duties and responsibilities relating to the office of a County Agricultural Commissioner and a Sealer of Weights and Measures.
- Pertinent Federal and State laws and regulations relevant to plant quarantine inspection and certification, nursery stock labeling and cleanliness standards, seed inspection, apiary inspection, pest control, including predatory animal control, pesticide use, weed control and standardization of fruits, nuts, vegetables, eggs and honey.
- State laws and regulations relevant to weights and measures.
- Insects, diseases, weeds, pest animals and modern methods of control.

- Modern methods of marketing farm products, scales, meters and other weighing and measuring devices.
- The principles of organization, administration and personnel management.

Candidates should also be able to:

- Plan, organize and administer a large variety of enforcement and non-enforcement programs and functions.
- Interpret, explain, and enforce the provisions of the governing codes and regulations.
- Establish and maintain effective working relationships with persons and groups concerned with the many program and functions of the County Department of Agriculture.

Minimum Qualifications:

Education: Graduation with a bachelor's degree from an accredited college or university in an appropriate field.

Experience: Five (5) years of full-time (or the equivalent of full-time) experience in agricultural regulatory work, three (3) years of which must have been in a management or supervisory capacity.

Certification: Valid State certificates of eligibility as a County Agricultural Commissioner and County Sealer of Weights and Measures.

COMPENSATION

The total compensation for this position is \$111,213 - \$135,181, with placement dependent upon the qualifications and experience of the selected candidate. In addition to a competitive salary, benefits currently provided include:

Retirement

- The County Retirement Program under the 1937 County Employee Retirement Act.
- Reciprocity with California Public Retirement System (CALPERS) is available.

Annual Leave Program

- 3 weeks paid vacation leave.
- 12 days of paid sick leave per year.
- 10 paid holidays (plus 24 hours of floating holiday time).
- 94 hours of paid administrative leave.

Insurance

- Options include Kaiser Permanente, Health Net HMO, Health Net PPO, and Contra Costa Health Plan Options A & B.
- Dental options include Delta Dental and PMI Dental Care.
- Long-term disability.
- Term life insurance of \$10,000.
- Management term life insurance of \$60,000. Includes AD&D.

Additional Benefits

- 2.5% management longevity differential after 10 and 15 years of service.
- Deferred Compensation Plan (457), including County contribution.
- Professional development allowance of \$925 every two year period.

It is a policy of Contra Costa County not to discriminate because of race, color, religion, sex, sexual orientation, national origin, age or disability.

APPLICATION AND SELECTION PROCEDURE

The Final Filing date for this recruitment is Friday, January 11, 2013.

Depending on the number of applicants, a review of the applications and supplemental questionnaires may be made to identify the best-qualified candidates who will then be invited to participate further in the selection process which will consist of an oral interview. Applications and supplemental questionnaires may be obtained from and submitted to:

Sherrill A. Uyeda or Syldy Tom

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Additional information about this position may be found by visiting our web site at www.alliancerc.com

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